

COUNTY OF YORK

MEMORANDUM

DATE: February 14, 2002 (BOS Mtg. 3/5/02)

TO: York County Board of Supervisors

FROM: James O. McReynolds, County Administrator

SUBJECT: Approval of Procurement Action

The attached resolution provides for the approval of County purchases by the Board of Supervisors in accordance with its policy for procurements of over \$30,000. The Board's approval is requested for procurement of the following:

Audit Services – Renewal of the annual Audit Services contract for Fiscal Year 2002. Last spring the contract was awarded to Goodman and Co., LLP as the result of the issuance of a Request for Proposals. Resolution R01-49 approved a five-year contract; but only the first year was a fixed price. Staff has negotiated a second year renewal, in accordance with the terms and conditions of the contract, in the amount of \$49,150. Funds sufficient to allow for the completion of this procurement are available in the operating budget.

Landscaping Services – As the Board is aware, in 1999/2000 landscaping was installed in the median of Route 17 south of Route 134 and in the median and along the sides of Route 171 west of Route 17. American Lawn and Landscaping, Inc., a firm that is located in Victory Industrial Park, was the successful bidder on this project. Pursuant to the contract approved at that time, American Lawn and Landscaping installed the plants and was tasked with providing maintenance services for the landscaping for the first two (2) years after planting.

The thought at the time of contract approval was that after the first two years the plants would be reasonably well-established and the diminished maintenance needs could then be handled by the Regional Jail inmate work force. The two-year maintenance period will expire at the end of February. Unfortunately, staff does not believe the necessary maintenance can be performed adequately by the inmate work force and, therefore, is recommending that the County contract with American Lawn and Landscaping for another year. The reasons for this are as follows:

- Since planting, the landscaping had to endure two relatively dry summer seasons and a relatively severe first winter, both of which combined to stress the plants and lengthen the time needed for establishment;
- The plants along Route 17 were further stressed by the paving activities undertaken by VDOT, some of which resulted in plant displace-

ment or damage due to excess soil being pushed against the plants or root compaction resulting from construction vehicle traffic within the medians;

- The inmate work force is not certified for pesticide (insect and disease control) applications; and
- Most significant, the very small number of inmate workers available to the County on a consistent daily basis.

At the time the landscaping project was authorized by the Board, the Regional Jail was providing two 6 to 7-man work crews on a consistent basis for work in York County. With this work force, the County was able to initiate and support mowing and trash pick-up on a more frequent basis along a major portion of Route 17 (essentially everything south of Goodwin Neck Road and north of Goosley Road) and we fully expected the crews would be able to also assume responsibility for the landscaping (mulching, trimming, pruning) beginning this year. However, since that time the policies of the Regional Jail have been revised in a way that makes more inmates eligible for work release (i.e., to a regular, paying job) – which, in turn, means that fewer inmates are available for the supervised work force crews. Whereas in 2000 we could regularly count on a two work crews with a total of 12 to 14 men, by late last year the available force had dropped to one crew of about 3 or 4 men, and not even on a regular basis. As a result, it became more and more difficult to keep up with just the mowing frequency and the performance standard that had become “expected.” From all indications, 2002 will be no better in terms of available inmate manpower.

American Lawn and Landscaping has provided a proposal and quotation to extend their maintenance services for a third year at the same cost as that performed in the first and second year of their contract (i.e., no cost escalation). American Lawn and Landscaping has performed very well during the past two years and, based on the foregoing explanation, I recommend that the Board authorize the extension of their contract for a third year at a cost of \$34,800 (\$2,900/month). Funding sufficient to cover this expenditure is available in the Route 17 Corridor Improvements CIP account.

These procurements have been conducted in accordance with State procurement laws and/or County procurement policy, and I recommend that they be approved through the adoption of Proposed Resolution R02-43.

Sawyer/3681
Attachment

- Proposed Resolution R02-43